

# SAFEPLAN



## **FY2024 Request for Grant Applications**

### ***The Massachusetts Victim and Witness Assistance Board***

**Attorney General Maura Healey, Chairperson**

**Jonathan Blodgett, District Attorney, Essex County**

**Anthony Gulluni, District Attorney, Hampden County**

**Lavinia Weizel, Public Member**

**Danielle Sicard, Victim/Public Member**

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**MOVA's mission is to empower all victims and survivors of crime across the Commonwealth.**

# Massachusetts Office for Victim Assistance

## SAFEPLAN

### Request for Grant Applications (RGA)

#### RGA File Name/Title:

FY2024 SAFEPLAN Renewal

#### RGA File Number:

2024SAFEPLANVWA

#### Procuring Department:

Massachusetts Office for Victim Assistance

#### Address:

Massachusetts Office for Victim Assistance  
One Ashburton Place, Suite 1310  
Boston, MA 02108

#### Procurement Team Leader:

Ashlee Renich-Malek, Grants Administration Specialist

#### E-mail address:

movagrants@mass.gov

#### Applicable Procurement Law

MOVA adheres to 815 CMR 2.00, the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the [comptroller's website](#).

#### Expected Duration of Contract (initial duration and any options to renew)

<i>Contract Duration</i>	<i>Number of Options</i>	<i>Number of Years</i>	<i>Instructions</i>
Initial Duration	n/a	1 year (July 1, 2023 - June 30, 2024)	1 year contract
Renewal Options	n/a	n/a	MOVA reserves the right to renew or extend contracts.

## Introduction

**This procurement is a funding renewal for currently funded SAFEPLAN host agencies only.** The purpose of this procurement is to provide continued support to currently funded host agencies providing SAFEPLAN services. SAFEPLAN is a partnership between the Massachusetts Office for Victim Assistance (MOVA), community-based domestic violence/sexual assault agencies (host agencies), courts, and district attorney's offices. SAFEPLAN Advocates provide crisis intervention, individualized safety planning, referrals to additional critical resources, information about available options, support and advocacy services to victims of domestic violence, sexual assault, and stalking who are seeking protection through the court system via the [M.G.L. c. 209A](#) Abuse Prevention Order or [M.G.L. c. 258E](#) Harassment Prevention Order process. Currently, SAFEPLAN exists in 53 district and probate and family courts throughout Barnstable, Berkshire, Bristol, Essex, Franklin, Hampden, Hampshire, Middlesex, Plymouth, and Worcester Counties.

The SAFEPLAN Program is managed and coordinated statewide by MOVA. Community-based domestic violence/sexual assault agencies located across the Commonwealth employ the SAFEPLAN Advocates who are based in district, probate and family courts in various regions across the Commonwealth.

MOVA operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers federal funds for SAFEPLAN services available through state line item 0840-0101 and through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, which authorizes states to sub-award annual VOCA grants for the financial support of eligible crime victim assistance programs.

**Note:** Funding through this RGA is intended to support services for individuals who identify or share that they have experienced physical, financial, or emotional harm due to a crime. While this RGA references "victims" and "survivors," MOVA understands that not all individuals identify or define themselves with these words. The victim **is not** required to report the crime to law enforcement or participate in the criminal legal system to be eligible for services.

The contract duration will be for fiscal year 2024, July 1, 2023 through June 30, 2024. Funding associated with this grant is subject to final state appropriations, receipt of identified federal funds, and approval by the VWAB. MOVA reserves the right to reduce grant awards and/or modify required services or priorities associated with these grants in the event of a reduction to funding. MOVA reserves the right to renew and/or extend contracts beyond June 30, 2024.

MOVA also reserves the right to increase grant awards and/or make additional awards to one or more of the sub-recipients by considering the responses submitted to this application, the needs of the communities, and/or best value to the Commonwealth. All grant awards are made by the VWAB.

## Eligibility

Only currently funded SAFEPLAN host agencies are eligible to apply. Upon renewal, successful applicants will be required to sign a FY24 Memorandum of Understanding (MOU) in coordination with MOVA.

Successful applicants must abide by the requirements set forth in this RGA and the effective edition of the SAFEPLAN Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

## Available Funding

The SAFEPLAN Program is sustained by two funding sources: the Victims of Crime Act (VOCA), which is federal funds, and a state appropriation. In FY2024, MOVA anticipates making level funding available to support eligible and allowable programming. It is expected that FY2023 court staffing levels are maintained.

## Matching Requirement and Waivers

In accordance with federal law, MOVA will issue a blanket waiver of the match requirement for all successful applicants through the grant duration of July 1, 2023 – June 30, 2024. Please contact MOVA at [movagrants@mass.gov](mailto:movagrants@mass.gov) if your agency chooses to opt out of the automatic match waiver.

## Method for Cost Reimbursement

The SAFEPLAN grant is a cost reimbursement grant. **Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed.** Successful applicants will be provided the necessary instruction regarding the reimbursement process. Successful applicants must have sufficient funds on hand to support the project without a cash advance. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

## Civil Rights Compliance

All programs, activities, and services provided, performed, funded, or contracted by MOVA shall be conducted without discrimination. Agencies must be in compliance with relevant state and federal non-discrimination laws and policies. Specific information will be sent to successful applicants during award contracting.

## Application Process

### COMMBUYS

[COMMBUYS](#), the Commonwealth's Procurement system, will be utilized for posting the Request for Grant Applications. [eGrants](#), MOVA's grants management system, will be utilized for the completion and submission of the grant application.

### Timeline

December 5, 2022	Anticipated Date, Release of Request for Grant Applications on <a href="#">COMMBUYS</a> and application open on eGrants
December 7, 2022	eGrants: Application Demonstration (optional webinar) 1:00pm-2:00pm. <a href="#">Register here.</a>
January 9, 2023	Technical Assistance Session (optional webinar) 1:00-2:00pm. <a href="#">Register here.</a>
February 6, 2023	Deadline to submit written questions regarding RGA Answers to question will be posted on <a href="#">COMMBUYS</a> and <a href="http://www.mass.gov">www.mass.gov</a> on or before February 8, 2023
<b>February 15, 2022</b>	<b>Grant Submission Deadline 12:00 p.m. EST via MOVA eGrants</b>
Spring 2023	Pending Victim and Witness Assistance Board Meeting: Vote on SAFEPLAN awards
Spring 2023	FY24 SAFEPLAN contracting process via MOVA's Grants system
July 1, 2023	Start date for FY24 SAFEPLAN grant
June 30, 2024	End date for FY24 SAFEPLAN grant

*Note: Timetable is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.*

### eGrants Walkthrough

MOVA will be hosting an eGrants walkthrough for applicants via webinar on December 7, 2022 from 1:00-2:00pm. Attendance is not required. Registration link available in the timeline above. The session will be recorded and available on MOVA's website.

### Questions/Technical Assistance

Ashlee Renich-Malek, Grants Administration Specialist, is the designated Procurement Team Leader for this RGA. MOVA will host an optional webinar on January 9, 2023 from 1:00-2:00pm to address technical assistance questions. Applicants may submit questions about the RGA or Policies and Procedures until February 6, 2023. Questions may be submitted via e-mail to [ashlee.renich-malek@mass.gov](mailto:ashlee.renich-malek@mass.gov). Answers to all questions received will be posted on [COMMBUYS](#) and [www.mass.gov](http://www.mass.gov) on or before February 8, 2023.

*Any amendments, cancellations, corrections or clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on [COMMBUYS](#) and sent via e-mail to applicants intending to apply.*

## **Application Instructions**

Via the eGrants system (<https://mova.intelligrants.com/>) select FY24 SAFEPLAN Application from the “My Opportunities” section on your homepage in order to proceed with your application.

### **Section I**

Enter contact information for applicant agency, leadership, fiscal/programmatic contacts, and contract manager. All fields with a \* are required. To confirm the information completed in this and future forms, applicants must use the save button at the top right corner of the screen.

### **Section II**

#### **Crime Type Served**

Estimate the percentage of your funded services that will be directed towards each crime type. If a type of crime is not served, you may leave the cell blank or enter zero. The information entered MUST equal to 100%. The fields will automatically populate to a percentage when you enter a number. If providing services directed to any other crime type not already included in the list, you may enter the crime type in the explanation field under ‘Other Violent Crime’ or ‘Other Non-Violent Crime’ and fill in the appropriate allocation. Add an additional row for each crime type listed under ‘Other Violent Crime’ or ‘Other Non-Violent Crime.’

#### **Program Narrative**

In narrative form:

1. Describe the need for ongoing services in each location (via inclusion of service numbers, staff coverage levels, etc.).
2. Describe one aspect of remote/virtual work which your agency feels was successful and which MOVA could support moving forward (e.g., remote regional meetings, trainings, providing remote/virtual services).
3. Identify any unmet needs of survivors seeking SAFEPLAN services.

### **Organizational Questionnaire**

Submit form addressing questions based on applicant agency.

### **Proposed Court Coverage Agreement**

This proposed agreement shall include the names, schedules, and court assignments for each of the Advocates, volunteers/interns, the coverage plan for times when an Advocate will not be available in court, and should not be reduced from current staffing levels. Include the specific days and times for each Advocate’s schedule, along with the procedure for the court to contact the back-up Advocate (e.g. cell phone, beeper). Upon MOVA approval, this document will become part of the applicant’s grant file and utilized as a reference by both MOVA and court staff. **This document must be updated and submitted to MOVA for approval throughout the grant period if any changes occur.**

### **FY2024 Funding Request**

In eGrants, click into each budget category, fill out the information for each line item at the top of the page, and then save the page before continuing on to the bottom of the page, where a Budget Narrative is required for each respective line item. Each line item requires a denotation of either an administrative or direct cost. Direct costs or expenses can be defined as goods or services that are chargeable or assignable to the award or cost objective in accordance with the relative benefits received, while administrative costs or expenses can be defined as costs associated directly with administering a victim assistance program.

Applicants are encouraged to include whole numbers in their funding requests (e.g., round up to the nearest dollar for each cost). Review the SAFEPLAN Policies & Procedures Manual and additional resources on MOVA’s website for more information on the allowable costs within each category.

Each line item will require a subsequent Budget Narrative at the bottom of the page to justify and explain all costs in full detail. MOVA recommends that applicants fill out all respective expenses at the top of the page first, save using the button at the top right of the page, and then fill out the Budget Narrative sections that pop up after saving. After filling out all budget categories, review the Budget Summary tab and save once accuracy is confirmed.

### **Salary Page**

At the top of the Salary page in the funding request, applicants will be asked how many hours per week is considered full-time at their agency (i.e. 35 hours per week, 40 hours per week, etc.). This number will be used to auto-calculate the full-time equivalent (FTE) for each employee in the funding request, which will then be auto-calculated into the number of full-time equivalents at the top of the page.

For each employee, applicants must also select which staff category is most fitting. The categories are as follows:

- Direct Staff: SAFEPLAN Advocate
- Direct Staff: Clinician
  - Instructions: This category is reserved for positions that require a license to practice.
- Direct Staff: Direct Staff Supervisor
- Direct Staff: Program Director/Coordinator
- Direct Staff: Other
- Admin Staff: Agency Leadership
  - May include: Executive Director, President
- Admin Staff: Fiscal/Billing Staff
- Admin Staff: Program Director/Coordinator
- Admin Staff: General
  - May include: Executive Assistant, Administrative Assistant, Office Manager
- Admin Staff: Other

Although there are examples listed for some of the staff categories above, MOVA encourages applicants to select the staff category that is most representative for each position in the funding request. If a staff member fits into multiple categories, select the category that represents how the majority of that staff member's funded time is spent.

Otherwise, fill out the top of the page with each employees' information, save, fill out the Budget Narrative section, and save one more time before moving on to the other funding request categories.

### **Indirect Costs**

Applicants should follow MOVA's Policies and Procedures when requesting funding to support indirect costs. Indirect remains an allowable cost, however, it is not required to be included in a funding request. Applicants may negotiate an indirect rate with MOVA. For more information on this process, contact the Procurement Team Leader.

### **Required Uploads**

#### **Authorized Signatory Form**

Fill out the Authorized Signatory section with the authorized signatory's name, title, and email address. Click on the link to download the authorized signatory form, fill out and sign the form, and reupload the form using the upload button in this section. The authorized signatory information on the eGrants page must match the signed form.

# Grant Application Submission

## **Applications are due on eGrants no later than 12:00 pm EST on Wednesday, February 15, 2023**

*Final decisions to extend or waive deadline requirements due to extraordinary circumstances (such as the closure of state government due to inclement weather conditions, strikes, or unforeseen circumstance) may warrant an exception, which will be communicated by MOVA. Individual applications received after the submission deadline may be subject to additional evaluative criteria.*

## **Evaluation Criteria**

Incomplete and/or ineligible applications may not be funded in whole or in part. MOVA reserves the right to follow up with agencies during the application review process for more information or clarification.

The evaluation system is an evaluative tool only and is not wholly determinative of which or how agencies are awarded grants. MOVA will make a best value determination and reserves the right to apply additional evaluative criteria in decision making and to negotiate budgets with successful applicants. A best value determination means it is in the best value of the Commonwealth for evaluation criteria to measure factors beyond cost. Awards will be approved based on demonstrated need, justification for request, and current funding available. Additional evaluative criteria may include but is not limited to: prior compliance with requirements such as timely submission of expenditure and data reports; program history of reversion during the FY20-FY22 contract years; and/or monitoring findings and agency response.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed funding request and court coverage agreement, which outlines allowable SAFEPLAN services within their existing courts?
- Has applicant proposed court staffing levels consistent with FY23?
- A detailed review of responses will also consider the following:
  - Need for ongoing services in each location – via inclusion of data.

## **Debriefing Procedures:**

Applicants may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader via e-mail. Requests for debriefing must specify which grant the debrief request is referring to and be received within 14 days of the award vote by the VWAB.



The recipient of funds must also agree to abide by the Office of Justice Programs (OJP) Financial Guide, effective edition, [Office of Justice Programs Financial Guide](#). For more information, see the General Subgrant Conditions posted on [www.mass.gov/mova](http://www.mass.gov/mova)

If selected for a SAFEPLAN award, a copy of the Standard Contract Form will be e-mailed to the Executive Director of your agency, and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response. Successful applicants will receive an award notification, however, this is not equivalent to budget approval which will occur separately during the contracting process.